Logging Into PeopleSoft/Search the Job Bank

1.	Double-click the **Internet Explorer** (or other web-browser) icon on the desktop to open the Internet.
2.	When the Internet window opens, click in the address bar to highlight the address field. http://www.in.gov/
3.	Press the **[Delete]** key to delete the address in the address bar.
4.	Enter the State Personnel Department's Hompage URL address into the address bar. Enter **www.in.gov/spd**
5.	Press the **[Enter]** key.
6.	An applicant can access their internal PeopleSoft account from the **State Personnel Department's** Homepage. Click the **Current Employees Job Bank** Current Employees Job Bank link.
7.	Scroll down the page to locate the **Employees Click Here** button. Click the **Employees Click Here** Employees Click Here button.
8.	Click in the **User ID** field.
9.	Enter the **employee ID number** into the **User ID** field.
10.	Press the **[Tab]** key.
11.	The **PeopleSoft password** is the same as the network password used to log into the computer.
12.	Click the **Sign In** Sign In button.
13.	Congratulations, you have successfully logged into PeopleSoft! If prompted to change your password: - Click the **Click here to change your password.** link; - Fill in the blanks with the requested information; - Click the **Change Password** button; and - Click the **OK** button. **End of Procedure.**

Create/Update Learning and Development Information

1.	Click the **Self Service** Self Service link.
2.	Click the **Learning and Development** Learning and Development link.
3.	Click the **Professional Training** Professional Training link.
4.	Click the **Add a Professional Training Course** Add a Professional Training Course button.
5.	Click in the **Course Name** field.
6.	Enter the course name into the **Course Name** field.
7.	Click in the **Course Completion Date** field.
8.	Enter the date the course was completed into the **Course Completion Date** field.
9.	Click in the **School/Facility Where Course Was Taken** field.
10.	Enter the school or facility name where the course was taken into the **School/Facility Where Course Was Taken** field.
11.	Click the **Save** Save button.
12.	Click the **OK** OK button.
13.	Click the **Add a Professional Training Course** Add a Professional Training Course button and repeat the steps to add another training course until all training courses have been added. When finished adding degrees, click the **Learning and Development** Learning and Development link.
14.	Click the **Education** Education link.
15.	Click the **Add a Degree** Add a Degree button.
16.	Click the **Degree Magnifying Glass** button to search for the correct degree.
17.	Locate the correct **degree** entry in the **Description** column and click on the link. If necessary, use the scroll bar to search through the list.
18.	Click the **Major Magnifying Glass** button to search for the correct major.
19.	If necessary, scroll through the list or use the look up features to search through the list.
20.	Locate the correct **major** entry in the **Major Code** column and click on the link.
21.	Click the **School Magnifying Glass** button to search for the correct school.
22.	Click the **Search by** drop-down menu button.
23.	Select **State** from the list of values.
24.	Click the **State Magnifying Glass** button to search for the correct state or enter the state abbreviation into the **begins with** field.
25.	Click the **Look Up** Look Up button.
26.	If necessary, use the scroll bar to scroll through the list.

27.	Locate the correct **school** entry in the **State** column and click on the correct **State** IN link.
28.	Click the **Has this degree been completed?** drop-down menu button.
29.	Select **Yes** or **No** from the list of values.
30.	Click in the **Date Acquired** field.
31.	Enter the date the degree was acquired into the **Date Acquired** field.
32.	Click in the **Avg Grade** field.
33.	Enter the grade average in the **Avg Grade** field.
34.	Click in the **Credit Hours** field.
35.	Enter the number of credit hours completed toward the degree.
36.	Click the **Credit Hours Type** drop-down menu button.
37.	Select the correct credit hours type from the list of values
38.	Click the **Save** Save button.
39.	Click the **OK** OK button.
40.	Click the **Add a Degree** Add a Degree button and repeat the steps to add another degree until all degrees have been added. When finished adding degrees, click the **Learning and Development** Learning and Development link.
41.	Click the **Languages** Languages link.
42.	Click the **Add a Language** Add a Language button.
43.	Click the **Language Magnifying Glass** button to search for the correct language.
44.	Locate the correct **language** entry in the **Description** column and click on the link. If necessary, use the scroll bar to search through the list.
45.	Click the **Speaking Proficiency** drop-down menu button.
46.	Select a **speaking proficiency** from the list of values.
47.	Click the **Reading Proficiency** drop-down menu button.
48.	Select a **reading proficiency** from the list of values.
49.	Click the **Writing Proficiency** drop-down menu button.
50.	Select a **writing proficiency** from the list of values.
51.	Click the **Is this your native language?** drop-down menu button.
52.	Select **Yes** or **No** from the list of values.
53.	Click the **Are you able to translate this language into your native language** drop-down menu button.
54.	Select **Yes** or **No** from the list of values.
55.	Click the **Are you able to teach in this language?** drop-down menu button.
56.	Select **Yes** or **No** from the list of values.

57.	Click the **Save** Save button.
58.	Click the **OK** OK button.
59.	Click the **Add a Language** Add a Language button and repeat the steps to add another language until all languages have been added. When finished adding languages, click the **Learning and Development** Learning and Development link.
60.	Click the **Licenses and Certificates** Licenses and Certificates link.
61.	Click the **Add a License/Certificate** Add a License/Certificate button.
62.	Click the **License or Certificate Magnifying Glass** button to search for the correct license or certificate.
63.	If necessary, scroll through the list or use the look up features to search through the list.
64.	Locate the correct **license or certificate** entry in the **Description** column and click on the link.
65.	Click in the **Issue Date** field.
66.	Enter the date the license or certificate was issued into the **Issue Date** field.
67.	Click in the **Expiration Date** field.
68.	Enter the date the license or certificate expires into the **Expiration Date** field.
69.	Click in the **License Number** field.
70.	Enter the license number into the **License Number** field.
71.	Click in the **Issued By** field.
72.	Enter the name of the agency or organization that issued the license or certificate into the **Issued By** field.
73.	If the license or certificate was issued in a country other than USA, click the **Country Magnifying Glass** button to search for the correct country.
74.	Click the **State / Province Magnifying Glass** button to search for the correct issuing State or Province.
75.	If necessary, use the scroll bar to scroll through the list.
76.	Locate the correct state entry in the **State** column and click on the state link.
77.	Click the **Renewal in Progress** drop-down menu button.
78.	Select **Yes** or **No** from the list of values.
79.	Click the **Save** Save button.
80.	Click the **OK** OK button.
81.	Click the **Add a License/Certificate** Add a License/Certificate button and repeat the steps to add another license or certificate until all licenses/certificates have been added. When finished adding licenses or certificates, click the **Learning and Development** Learning and Development link.
82.	Click the **Memberships** link.

83.	Click the **Add a Membership** button.
84.	Click the **Organization Magnifying Glass** button to search for the correct membership/organization.
85.	Locate the correct organization entry in the **Description** column and click on the organization link. If necessary, use the scroll bar to scroll through the list.
86.	Click in the **Mandate / Activity** field.
87.	Enter the membership's mandate or activity into the **Mandate / Activity** field.
88.	Click in the **Position / Role** field.
89.	Enter the position/role in the membership into the **Position / Role** field.
90.	Click in the **Membership Date** field.
91.	Enter the date the membership was issued into the **Membership Date** field.
92.	Click in the **Begin Date** field.
93.	Enter the date the membership began into the **Begin Date** field.
94.	If the membership has ended, enter the date the membership ended in the **End Date** field.
95.	Click the **Save** button.
96.	Click the **OK** button.
97.	Click the **Add a Membership** button and repeat the steps to add another membership until all memberships have been added. When finished adding memberships, click the **Learning and Development** link.
98.	Congratulations! You have successfully created or updated your Learning and Development information. You can use this information to apply for available positions. Managers will review Learning and Development information to evaluate your qualifications. To apply for available positions, you may go to the **Recruiting Activities** and the **Careers** links to create or update their applicant profile or resume information. **End of Procedure.**

Create/Update Profile and Resume

1.	Click the **Self Service** link.
2.	Click the **Recruiting Activities** link.
3.	Click the **Careers** link.
4.	An employee's name, address, telephone, and e-mail information will be completed, pulling from the personnel record. To confirm accurate information is available, an employee can check contact information from the **Careers Home** page. Click the **Contact Details** link.
5.	Scroll down the **Contact Details** page and confirm the information is accurate.

6.	Click the **Return to Previous Page** Return to Previous Page link.
7.	Scroll down the page to locate the **Create/Update an Applicant Profile** link.
8.	Click the **Create/Update an Applicant Profile** Create/Update an Applicant Profile link.
9.	When the **Internal Applicants use Self Service to update** warning appears: - Click the Cancel Cancel button to return to the **Learning & Development** section of **Self Service** to update **Professional Training; Education**; **Languages**; **Licenses and Certificates**; and **Memberships** information. This information will not be available in your profile for managers to use during the applicant selection process unless these sections were previously completed. Refer to the *Create/Update Learning and Development Information* section of this guide for instructions. - Click the **OK** OK button to continue to create/update the applicant profile if the **Learning & Development** information has been completed.
10.	A job may be applied for by selecting one of the **Resume Options** radio buttons. Options are **Copy and paste resume text**, **Use an existing resume**, or **Apply without using a resume**.
11.	Click the **Continue** Continue button.
12.	Scroll down the page to locate the **Work Experience** section of the **Complete Application** page.
13.	Click the **Work Experience** drop-down menu button.
14.	Select **Yes - Add Work Experience** Yes - Add Work Experience from the list of values.
15.	Click the **Add Work Experience** Add Work Experience link.
16.	Enter the start date of the most recent position into the **Start Date** field.
17.	Since applicants are internal employees of the State of Indiana, no end date is needed in the employment details. However, if the employment being added is not State employment, enter the last date of employment in the **End Date** field. Click the **Currently Still Employed?** check box.
18.	Click in the **Employer** field.
19.	Enter the name of the employer into the **Employer** field.
20.	Click in the **Telephone** field.
21.	Enter the employer's telephone number into the **Telephone** field.
22.	Click in the **Number of Staff Supervised** field.
23.	Enter the number of employees personally supervised into the **Number of Staff Supervised** field.
24.	Click in the **Hours Per Week** field.
25.	Enter the hours worked per week into the **Hours Per Week** field.
26.	Click in the **Supervisor Name** field.
27.	Enter the supervisor's name into the **Supervisor Name** field.
28.	Click in the **Supervisor Title** field.

29.	Enter the supervisor's title into the **Supervisor Title** field.
30.	Click in the **Ending Pay Rate** field.
31.	Enter the current rate of pay (or ending rate of pay if not currently listing State employment) into the **Ending Pay Rate** field.
32.	Click the **Pay Frequency** drop-down menu button.
33.	Select the correct pay frequency from the list of values.
34.	Click in the **Ending Job Title** field.
35.	Enter the current job title (or ending job title if not currently listing State employment) into the **Ending Job Title** field.
36.	Click in the **Reason for Leaving** field.
37.	Enter the reason for leaving the position into the **Reason for Leaving** field.
38.	Click in the **Detailed Work Experience** field.
39.	Enter a **thorough** description of responsibilities/duties into the **Detailed Work Experience** field.
40.	Scroll down the page to locate the **Address** section of the **Add Employment History** page.
41.	Click in the **Address 1** field.
42.	Enter the employer's address into the **Address** fields.
43.	Click in the **City** field.
44.	Enter the employer's city into the **City** field.
45.	Click the **State** drop-down menu button.
46.	Scroll down the **State** list of values to select the correct state.
47.	Select **Indiana** (or appropriate state if not currently listing State employment) from the list of values.
48.	Click in the **Postal** field.
49.	Enter the employer's zip code into the **Postal** field.
50.	Click in the **County** field.
51.	Enter the employer's county into the **County** field.
52.	If additional employment details need to be entered, the applicant should click the **Save & Add** More button. If no additional employment details need to be entered, the applicant should click the **Save & Return** Save & Return button to return to the **Education and Work Experience** section of the **Complete Application** page.
53.	Scroll down the page to locate the **Education History** section of the **Complete Application** page.
54.	Click the **Highest Education Level** drop-down menu button.
55.	Select the appropriate level of education from the list of values.

56.	Scroll down the page to review the **Education** information previously completed through **Learning and Development**.
57.	If changes are needed to the **Education** information, click the **Save For Later** button to return and navigate to the **Learning and Development** section to complete the updates. If the **Education** information is correct, click the **Next >** Next > button to go to the **Additional Information** page.
58.	Scroll down the page to review the **Training, Licenses and Certificates, Languages, and/or Memberships** information previously completed through **Learning and Development**.
59.	If changes are needed to the **Training, Licenses and Certificates, Languages, and/or Memberships** information, click the **Save For Later** button to return and navigate to the **Learning and Development** section to complete the updates. In addition, review the **Additional Information** page carefully to see if there is any **Skills-Compentency** information to complete. It there are, click the **Proficiency** drop-down menu button for each **skills/competency** listed and select the appropriate rating from the list of values. If the **Training, Licenses and Certificates, Languages, and/or Memberships** information is correct, click the **Next >** Next > button to go to the **Online Questionnaire** page.
60.	The **Online Questionnaire** page asks questions that provide information about the employee's qualiifications. Answer each question in the list by scolling down the page and selecting the appropriate answer. **NOTE:** There will be no questions on this page if the applicant is only creating or updating a profile without having clicked the **Apply Now** button upon reviewing jobs of interest listed on the job bank. See the **View Job Postings/Apply for Job Vacancies** section for instructions on how to view and apply for Indiana State Government opportunities. Click the **Next >** Next > button to go to the **Referral Information** page.
61.	The **Referral Information** page records information regarding an applicant's desired work hours, travel preferences, geographical preferences, etc. Scroll down the page to to complete/update preference information in the **Preferences** and **Geographic Preference** sections of the **Referral Information** page.
62.	If there is a desired start date, enter the date in the **Desired Start Date** field.
63.	Select an **Are you willing to locate?** option.
64.	Select an **Are you willing to travel?** option.
65.	If the **Yes** option was selected for **Are you willing to travel?** click the **If yes, how often?** drop-down menu button.

66.	Make a selection from the **If yes, how often?** list of values.
67.	To indicate the type of employment, click the **Regular/Temporary** drop-down menu button.
68.	Make a selection from the **Regular/Temporary** list of values.
69.	To indicate the desired work days, click the appropriate **Desired Work Days** check boxes.
70.	To indicate the hours of work, click the **Full/Part-Time** drop-down menu button.
71.	Make a selection from the **Full/Part-Time** list of values.
72.	To indicate the desired shift, click the **Desired Shift** drop-down menu button.
73.	Make a selection from the **Desired Shift** list of values.
74.	To indicate a minimum pay, click the **Minimum Pay** field.
75.	Enter the minimum pay amount into the **Minimum Pay** field.
76.	To indicate the minimum pay occurrence, click the **Per** drop-down menu button.
77.	Make a selection from the **Per** list of values.
78.	To indicate the desired hours to be worked per week, click in the **Desired Hours Per Week** field.
79.	Enter the total hours of desired work per week into the **Desired Hours Per Week** field.
80.	To search for and select a first choice geographic preference, click the **First Choice Magnifying Glass** button.
81.	Search for or select a geographic preference in the **Recruiting Location** column from the list of values.
82.	To search for and select a second choice geographic preference, click the **Second Choice Magnifying Glass** button.
83.	Search for or scroll through the page to select a geographic preference in the **Recruiting Location** column from the list of values.
84.	Select the second geographical preference in the **Recruiting Location** column from the list of values.
85.	Enter comments regarding geographical preferences in the **Comments** field.
86.	Scroll down the page to complete the **Referral Information** page.
87.	The **How did you find out about the job?** field is a required field and needs to be completed even if only creating/updating the applicant profile. Click the **How did you find out about the job?** drop-down menu button.
88.	Scroll down the **How did you find out about the job?** list of values to select the appropriate option.
89.	Select an option from the list of values.
90.	Click the **SubSource** drop-down menu button.
91.	Select the appropriate **source** from the list of values.

92.	Select the **Yes** or **No** option for **Have you ever been convicted of a crime, other than minor traffic violations?** If the **Yes** option is selected, click in the **Prior Conviction Comments** field to enter information regarding the conviction.
93.	Click the **Next >** Next > button to go to the **References** page.
94.	Click the **Add Reference** Add Reference link.
95.	Click the **Reference Type** drop-down menu button.
96.	Select the appropriate **reference type** from the list of values.
97.	Click in the **Reference Name** field.
98.	Enter the reference's name into the **Reference Name** field.
99.	Click in the **Title** field.
100.	Enter the reference's title into the **Title** field.
101.	Click in the **Employer** field.
102.	Enter the reference's employer into the **Employer** field.
103.	Click in the **Telephone** field.
104.	Enter the reference's telephone number into the **Telephone** field.
105.	Click the **Email Type** drop-down menu button.
106.	Select an **email type** from the list of values.
107.	Click in the **Email Address** field.
108.	Enter the reference's email address into the **Email Address** field.
109.	Scroll down the page to complete the **Add Reference** page.
110.	Enter the reference's **address information** into the **Address section** of the **Add Reference** page.
111.	To enter additional references, click the **Save & Add More** button. After all reference information has been entered, click the **Save & Return** Save & Return button to return to the **References** section of the **Complete Application** page.
112.	Scroll down the page to locate the **Next >** Next > button.
113.	Click the **Next >** Next > button.

114.	Upon submitting an application, an employee is requested to provide **Equal Employment Opportunity (EEO)** information in the **Self Identification Details** section of the **Submit Online Application** page. If an employee chooses not to provide the requested information, they should click the **I decline to provide my self identification details** check box. If the applicant wishes to provide this information, they should: - Select the appropriate **gender** using the **Gender** drop-down menu. - Confirm the **birth date** is accurate. - Confirm the **Eligible to Work in U.S.** check box is checked. - Select the appropriate **ethnic group** using the **Ethinic Group** drop-down menu. - Select the appropriate **veteran status** using the **Vet. Status** drop-down menu.
115.	Scroll down the page to review the **Terms and Agreements** of the **Submit Online Application** page.
116.	In order to be considered for a position with the State of Indiana, an applicant must read and agree to the **Terms and Agreements** of the application process. Click the **I agree to these terms** radio button.
117.	Click the **Submit** Submit button.
118.	If an application is successfully submitted, a **green check mark** will appear on the **My Applications** page. Click on the **green check mark** in the **You have successfully submitted your job application** check box to continue.
119.	The **My Applications** section of the **My Applications** page reflects an applicant's applications and the application status (disposition). If a profile is created or updated to apply for a position, the status of the application is displayed in the **Disposition** column. If a profile is created or updated without applying for a position, **No Job** will be displayed in the **Application** column.
120.	Click the **Careers Home** link to return to the **Careers Home** Careers Home page.
121.	Congratulations! You have successfully crated or updated your profile. **End of Procedure.**

View Job Postings/Apply for Job Vacancies

1.	Click the **Self Service** Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Careers** Careers link.
4.	Scroll to the bottom of the page to view the most recent **State of Indiana Job Bank** job postings.
5.	Review the most recent job postings by clicking on the job posting link in the **Job Title** column.
6.	Scroll back to the top of the page to use the basic and advanced search functions to locate additional or specific job postings.
7.	To perform a **Basic Job Search**, enter keywords in the **Keywords** field. Click in the **Keywords** field.
8.	Enter a key word or key words into the **Keywords** field.
9.	Click the **Posted** drop-down menu button.
10.	Select the **time period** to search for job postings.
11.	Click the **Search** Search button.
12.	Scroll to the bottom of the page to view the **Search Results** section of the **Job Search** page.
13.	Click the **Return to Previous Page** Return to Previous Page link to return to the **Careers Home** page.
14.	To perform an **Advanced Search**, click the **Advanced Search** Advanced Search link.
15.	The **Job Search** page gives advice on how to view jobs and how to set up a **job search agent** from the **Basic Search** or **Advanced Search** options. A **job search agent** emails jobs of interest based on the selected job search criteria.
16.	Scroll to the bottom of the **Job Search** page to set up job search criteria.
17.	Click in the **Enter Keywords** field.
18.	Enter keywords to search by into the **Enter Keywords** field.
19.	Use the **Select Locations** scroll bar to select the cities or counties in which to work.
20.	Select **locations** from the list of values.
21.	Use the **Select Job Categories** scroll bar to select the job categories to assist in narrowing the search criteria while looking for jobs.
22.	Select **job categories** from the list of values.

23.	To further narrow the job search criteria, other options are also available to identify employee preferences regarding the **type of work**, **desired pay range**, and **when the jobs searched were posted**. Click the **Full/Part Time** drop-down menu button.
24.	Select an option for **type of work** from the list of values.
25.	Click the **Regular/Temporary** drop-down menu button.
26.	Select an option for **type of work** from the list of values. Select **Regular** from the list of values.
27.	Click in the **Desired Pay** field.
28.	Enter the desired pay amount into the **Desired Pay** field.
29.	Click the **Desired Pay** drop-down menu button.
30.	Use the **Desired Pay** scroll bar to select **USD** from the list of values for **US dollar**.
31.	Select **USD** from the list of values.
32.	If the applicant knows the **Job Opening ID**, **Recruiter**, or **Hiring Manager** information, the applicant can enter the information as search criteria.
33.	Scroll down the page to finish entering job search criteria.
34.	Click the **Find Jobs Posted Within** drop-down menu button.
35.	Select a **time frame** to search for jobs from the **Find Jobs Posted Within** list of values.
36.	Click the **Display Results Sorted By** drop-down menu button.
37.	Select a **display option** to search for jobs from the **Display Results Sorted By** list of values.
38.	Click the **Search** Search button.
39.	Search results will be located at the bottom of the **Job Search** page. After locating a position of interest, click the **job posting** link of the job to be reviewed in the **Posting Title** column.
40.	Scroll down the **Job Description** page to finish reviewing the job posting.
41.	After reviewing the job description, the applicant can select the **Email to a Friend** button to email the job to a friend; the **Save Job** button to save the job to their profile to apply to at a later time; the **Apply Now** button to start the application process; or the **Return to Previous Page** Return to Previous Page link to review more job postings.
42.	Scroll down the **Job Search** page to finish reviewing the job postings.
43.	More than one job posting may be applied to at the same time by clicking the check box in the **Select** column for each position to apply to.
44.	Click a second check box for another job posting.

45.	When all job postings are selected, click the **Apply Now** Apply Now button. Refer to the steps in the ***Create/Update Profile and Resume*** section of the Quick Step Application Guide to complete the application process.
46.	Congratulations! You have successfully viewed job postings and are ready to apply for job openings. **End of Procedure.**

Job Search Agent

1.	Click the **Self Service** Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Careers** Careers link.
4.	Click the **Job Search** Job Search link.
5.	The **Job Search** homepage gives advice on how to view jobs and how to set up a job search agent from the **Basic Search** or **Advanced Search** options. A job search agent emails jobs of interest based on the selected job search criteria.
6.	Scroll down to the bottom of the **Job Search** homepage to set up job search criteria.
7.	If desired, click in the **Enter Keywords** field and enter keywords to search for postings.
8.	Next, enter the desired cities or counties in which to work. Use the scrollbar in the **Select Locations** box to select the desired cities and counties.
9.	**Job Families** also assist in narrowing search criteria while looking for jobs of interest. Use the scroll bar to search through the listed job families and make selections.
10.	To further narrow the job search criteria, other options are also available to identify employee preferences regarding the **type of work**, **desired pay range**, and **when the jobs searched were posted**.
11.	Click the **Save Search** Save Search button.
12.	Enter the Job Search Agent title into the **Name your search** field.
13.	Click the **Use As Job Agent** ☐ checkbox to select it.
14.	Enter the e-mail address to receive job posting notifications matching the Job Agent Search criteria into the **Send Job Agent notification to** field.
15.	Click the **Save Search** Save Search button.
16.	Congratulations! You have successfully created a job search agent. **End of Procedure.**

Job Search Agent Results

1.	Click the **Self Service** ▷ Self Service link.
2.	Click the **Recruiting Activities** ▷ Recruiting Activities link.
3.	Click the **Careers** Careers link.
4.	Click the **Job Search** Job Search link.
5.	Determine which saved search to use in the Job Search Agent. Click the **Use Saved Search** drop-down menu button and select a saved search from the list of values.
6.	Click the **Search** Search button.
7.	Another option is to use the **My Saved Searches** link and then pressing the **Run Search** button to view the saved search option.
8.	Scroll down to the bottom of the page to view Job Search Agent results based on the Job Search Agent criteria.
9.	If desired, an applicant may view or make changes to the Job Agent Search criteria by clicking the **Expand section** button of the **Click icon to view Advanced Search criteria** section.
10.	Jobs matching the Job Search Agent criteria will appear in the **Search Results** box at the bottom of the page.
11.	Congratulations! You have successfully viewed job search agent results. **End of Procedure.**

Application Status

1.	Click the **Self Service** ▷ Self Service link.
2.	Click the **Recruiting Activities** ▷ Recruiting Activities link.
3.	Click the **Careers** Careers link.
4.	Click the **My Career Tools** My Career Tools link.
5.	Click the **Display applications from** drop-down menu button.
6.	Select a time frame to view the status of submitted applications from the list of values. Select **All Applications** from the list of values.
7.	Click the **Refresh** Refresh button.

8.	The status of positions applied to will appear in the **Disposition** column of the **My Applications** section of the **My Career Tools** page. Applicants can review the disposition of each job opening application. Applicants will be able to see the following disposition (status) codes: - **Draft:** An application has been started but has not been submitted for the job opening. - **Applied:** An application has been submitted for the job opening. - **Not Chosen:** The resume/application was not chosen for further consideration. - **Hired:** Applicant hired for the job opening.
9.	Click the **Next** Next link to review the status of any additional applications.
10.	After reviewing the disposition of job applications, scroll to the bottom of the page to locate the **Return to Previous Page** Return to Previous Page link to return to the **Careers Home** page.
11.	Congratulations! You have successfully viewed your application status. **End of Procedure.**

Additional Attachments

1.	Click the **Self Service** Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Careers** Careers link.
4.	An applicant may access **applications**; **cover letters and attachments**; and **saved resumes** in the **My Career Tools** box on the **Careers Home** page. Click the **0 Cover Letters and Attachments** 0 Cover Letters and Attachments link.
5.	Scroll to the bottom of the page to locate the **Add Attachment** link.
6.	Click the **Add Attachment** Add Attachment link.
7.	Click the **Attachment Type** drop-down menu button and select an attachment from the list of values.
8.	Click in the **Attachment Purpose** field.
9.	Enter the attachment description into the **Attachment Purpose** field.
10.	Click the **Add Attachment** Add Attachment link.
11.	To locate the attachment on the computer, type in the file path or click the **Browse...** Browse... button.
12.	Double-click the desired file from the list to attach it.
13.	Click the **Upload** Upload button.
14.	Click the **Save & Return** Save & Return button.
15.	The attachment will now appear in the **Cover Letters and Attachments** box where it may be opened for review by clicking the **File Name** or edited by clicking on the **Edit Attachment** link.

16.	When finished adding attachments, click the **Return to Previous Page** Return to Previous Page link.
17.	Congratulations! You have successfully added attachments to your profile. **End of Procedure.**